

~~S E C R E T~~

14 April 1987

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[redacted]
Chief, Management and Plans Staff, OC

SUBJECT: Weekly Staff Notes, 5 - 11 April 1987

1. General:

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25X1 b. [redacted] attended a Directorate of Administration (DA) Grievance Officers meeting on 10 April. This session was called by [redacted] DA Grievance Officer, to review and discuss established procedures for investigating employee grievances.

25X1 c. On 6 April, [redacted] attended an all-day Office of Training and Education course entitled "Introduction to Budgeting for Managers." This course provides an overview of the Agency's budgeting process and examines the Congressional review process carried on by various external oversight committees.

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25X1 d. On 8 April, Messrs. [redacted] attended the Third Artificial Intelligence Productivity Roundtable teleconference which was broadcast live via satellite from Texas Instruments. In this four-hour symposium, several of the world's foremost authorities explored the latest developments in knowledge-based systems.

25X1 3. Liaison Activities:

25X1 a. On 9 April, [redacted] attended the 176th meeting of the Federal Telecommunications Standards Committee at the General Services Administration.

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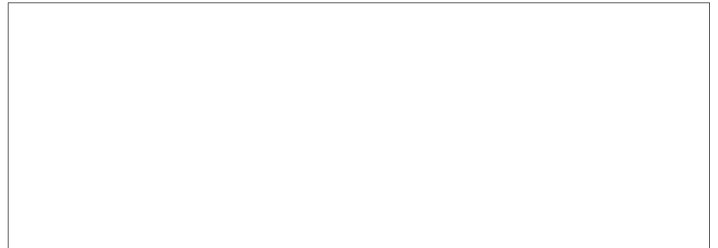
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d. [redacted] attended a Directorate of Operations Long-Range Plans for Handling Information (Project DOLPHIN) meeting at Headquarters on 10 April. The working group reviewed a requirements paper which will become a part of the DOLPHIN action plan.

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